

**COORDINATOR COLLECTION CHECKLIST**

- \_\_\_\_\_ Determine who will be tested.
- \_\_\_\_\_ Establish adequate location.
- \_\_\_\_\_ Appoint and instruct observers.
- \_\_\_\_\_ Appoint and instruct administrative assistants, where applicable.
- \_\_\_\_\_ Prepare bottle labels.
- \_\_\_\_\_ Prepare urinalysis ledger.
- \_\_\_\_\_ Assign a batch number for each box.
- \_\_\_\_\_ Announce test and personnel selected to be tested.
- \_\_\_\_\_ Assemble members to be tested.
- \_\_\_\_\_ Verify positive ID of member being tested.
- \_\_\_\_\_ Have member verify bottle is empty and clean.
- \_\_\_\_\_ Under direct observation, member provides sample (if member is unable to provide sample, follow guidance provided in OPNAVINST 5350.4).
- \_\_\_\_\_ Ensure bottle contains at least 30 milliliters of urine (if less than 30 milliliters, follow guidance provided in OPNAVINST 5350.4).
- \_\_\_\_\_ Member verifies his/her data on label.
- \_\_\_\_\_ Member initials bottle label in space provided.
- \_\_\_\_\_ Attach label to bottle. (This can be done before bottle is given to member).
- \_\_\_\_\_ Member turns sample over to coordinator.
- \_\_\_\_\_ Ensure bottle cap is on firmly. Do not over-tighten.
- \_\_\_\_\_ Inspect sample for color and feel bottle for temperature. If sample looks adulterated shake bottle to inspect for excessive foaming.
- \_\_\_\_\_ Apply tamper-resistant tape.
- \_\_\_\_\_ Place filled sample bottle in box.

- \_\_\_\_\_ Ensure member verifies information and signs ledger.  
Observer signs ledger verifying he/she observed sample being provided.
- \_\_\_\_\_ Maintain continuous control of samples or complete documentation of transfer of custody in block 12 of the Specimen Custody Document (DD 2624).
- \_\_\_\_\_ Continue collection until all samples are collected.
- \_\_\_\_\_ Pack bottles per OPNAVINST 5350.4, ensuring compliance with postal regulations for two watertight seals.
- \_\_\_\_\_ Place copy of Specimen Custody Document (DD 2624) in waterproof package in box.
- \_\_\_\_\_ Seal box with packaging tape - DO NOT USE MASKING, DUCT, SCOTCH TAPE, OR STRAPPING TAPE.
- \_\_\_\_\_ Sign name and date across top and bottom of tape on box.
- \_\_\_\_\_ Attach original copy of Specimen Custody Document (DD 2624) securely to the outside of box in packing slip envelope.
- \_\_\_\_\_ Seal box within mailing pouch.
- \_\_\_\_\_ Wrap shipping container in brown paper.
- \_\_\_\_\_ Place lab address and return address on top of box (bottles upright inside).
- \_\_\_\_\_ Clearly mark (on address side) "clinical specimen - urine sample."
- \_\_\_\_\_ Mail samples to appropriate laboratory.

**URINALYSIS OBSERVER BRIEF**

1. The coordinator shall ensure that each specimen is collected under the direct observation of a designated individual of the same sex as the member providing the sample. The observer shall not handle the bottle. The observer will sign the urinalysis ledger, certifying that the specimen bottle contains urine provided by the member and was not contaminated or altered in any way.

a. The observer shall observe the service member urinating into the specimen bottle, placing the cap on the bottle, and delivering the bottle directly to the coordinator.

b. For female personnel, the urine may be collected in a wide-mouth bottle and transferred into the specimen bottle. The observer shall observe the service member urinating into the wide-mouth bottle, transferring the urine to the specimen bottle, placing the cap on the bottle, disposing of the wide-mouth bottle and delivering the bottle directly to the coordinator.

2. The coordinator shall ensure that the service member verifies the identifying information by signing the ledger and initialing the specimen bottle label. If the service member refuses to sign, the verification may be accomplished by the observer and witnessed by the coordinator.

3. If a member claims to be unable to submit a sample, or submits less than the 30-milliliter minimum, it is permissible to require the member to remain in a controlled area, under observation, and to drink fluids normally consumed in the course of daily activity (e.g., coffee, water, soda) until such time as the member is able to provide a sample, or the balance of an incomplete sample. In the case of an incomplete sample, the unit coordinator will maintain custody of the incomplete sample until such time as the member is able to provide the balance of the sample in the same bottle.

OBSERVER'S NAME (PRINT)

OBSERVER'S SIGNATURE AND DATE

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